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**Board of Supervisors Organization Meeting Minutes  
Monday, January 6, 2025, 6:30 p.m.**

Attendance: Elaine DiMonte, Supervisor; Ricki Stumpo, Supervisor; Raymond McKay, Supervisor; and Neil D. Vaughn, Township Manager/Secretary

Public Attendance: 0

- I. **Call to Order:** Supervisor DiMonte called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.
- II. **Board of Supervisors Organization**
  - a. Supervisor DiMonte made a motion to nominate Raymond McKay as Temporary Chairperson with a second by Supervisor Stumpo. With there being no additional comments, the motion passed 3-0.
  - b. Supervisor McKay made a motion to nominate Neil D. Vaughn as Temporary Secretary with a second by Supervisor Stumpo. With there being no additional comments, the motion passed 3-0.
  - c. Supervisor Stumpo made a motion to nominate Elaine DiMonte as Chairperson of the Board of Supervisors with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.
  - d. Supervisor McKay made a motion to nominate Ricki Stumpo as Vice Chairperson of the Board of Supervisors, with a second by Supervisor DiMonte. With there being no additional comments, the motion passed 3-0.
- III. **Appointment of Township Manager/Secretary and Treasurer**
  - a. Chairperson DiMonte made a motion to appoint Neil D. Vaughn as the Township Manager, Township Secretary, Right-to-Know Officer, and the PMRS Pension Plan Administrator with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 3-0.
  - b. Chairperson DiMonte made a motion to appoint Peter Barsz, CPA, CGMA as the Township Treasurer with a second by Supervisor McKay. With there being no additional comments, the motion passed 3-0.
- IV. **Public Comment**
  - a. None.
- V. **New Business**
  - a. Slate of Appointments
    - i. Vice Chairperson Stumpo made a motion to appoint the following Township Employees and Officials:
      1. Aleida Diaz – Assistant Secretary
      2. Sharon Gledhill – Township Treasurer Staff
      3. Marya Maki – Township Archivist
      4. Mark Knightly – Public Works Director & Roadmaster
      5. Mike Cialini, Ron Miller, and Ben Aponte – Public Works Crew Members

6. Kevin Gosselin - Emergency Management Coordinator
7. Neil D. Vaughn - Fire Marshal
8. Keystone Municipal Services - Township Building Inspector & Building Code Official
9. Castle Valley Consultants, Inc. - Zoning Officer, Code Enforcement Officer, and Flood Plain Administrator
10. Gary Summers - Chairperson, Vacancy Board

The motion was seconded by Supervisor McKay. With there being no additional comments, the motion passed 3-0.

ii. Vice Chairperson Stumpo made a motion to appoint the following Municipal Professionals:

1. Unruh, Turner, Burke and Frees - Township Solicitor
2. Edward Foley, Esq. - Zoning Hearing Board Solicitor
3. Robert C. Jefferson, IV, Esq. - Alternate Zoning Hearing Board Solicitor
4. Kristen Camp, Esq. - Planning Commission Solicitor
5. Brutcher, Foley, Milliner, Land & Kelly, LLP - UCC Appeals Board Solicitor
6. Pennoni, Inc. - Township Engineer
7. McCormick Taylor - Township MS4 Engineer
8. Gilmore & Associates, Inc. - Alternate Township Engineer
9. Castle Valley Consultants, Inc. - Water & Wastewater Consulting Engineer
10. Brandywine Conservancy - Municipal Planning, Zoning, and Development Consultant

The motion was seconded by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

iii. Vice Chairperson Stumpo made a motion to appoint the following Professional Service Agencies:

1. Withium - Appointed Township Auditor
2. USI Insurance Services, Inc. - Township Insurance Broker
3. Keystone Collections Group - Earned Income Tax and Net Profits Tax Collector
4. Berkheimer Tax Administrator, Inc. - Local Services Tax Collector
5. Chester County Treasurer - Township Property Deputy Tax Collector

The motion was seconded by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

b. Bond Limits

i. Vice Chairperson Stumpo made a motion to approve the following bond limits:

1. Township Treasurer - \$2,700,000
2. Township Treasurer Staff Member - \$2,700,000

The motion was seconded by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

c. Appointment of Committees, Boards, and Commissions

i. Supervisor McKay made a motion to appoint the following person to the specified Committees, Boards, and Commission for a term appointment of one (1) year:

1. Parks, Recreation, and Trails Committee: Jesse Noa, Janet Fassbender, Thomas Bierl, Josh Burry, Brittan Anderson, and Rachel DeHaven.
2. Historical Committee: Don McKay, Randy Mims, Sarah Mims, Pat Burnett, David Miller, Loralynne Yost, John Hedrick, Tony Mussachio, Alta Hoffman (Resource Member).
3. Agricultural Security Area (ASA) Committee: Becky Baily, Judy Cousins, George P. Wickersham, Jr., Brittany Venit, and Jennifer VanAnda.
4. Deer Management Committee: Don Lane, Blake Aponte Miller, Brandon J. Brown, Brett C. Brown, Ron Lane, Kevin Gosselin, Randy L. Hutchinson, Ronald Miller, William H. Brown, Jr., William H. Brown, III, James White.
5. Uniform Construction Code (UCC) Board of Appeals: Mark Thompson and Anthony Diver.
6. Kennett Fire & EMS Regional Commission Representatives: Raymond McKay (Primary) and Alan Davis (Alternate).
7. West Chester Library Representative: Karen Meyers
8. Kennett Library and Resource Center Representative: Brad Peiper
9. Brandywine Valley Scenic Byway Commission Representatives: David Scranton and Tina Bennett
10. Chester County Tax Collection Committee Representative: Neil D. Vaughn
11. PSATS Conference Delegate(s): Neil D. Vaughn and Aleida Diaz
12. PSATS Voting Delegate: Neil D. Vaughn
13. Chester County Association of Township Officials Representative: Neil D. Vaughn

The motion was seconded by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 3-0.

ii. Supervisor McKay made a motion to appoint the following Board Members and Township Staff as Liaisons to the following:

1. Agricultural Security Area (ASA): Ricky Stumpo
2. Historical Committee: Raymond McKay
3. Planning Commission: Elaine DiMonte
4. Township Staff will serve as the Liaison(s) to the Parks, Recreation, and Trails Committee and the Deer Management Committee.

The motion was seconded by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

d. 2025 Township Meetings

- i. Supervisor McKay made a motion to approve the 2025 Township Meeting Schedule as presented with a second by Vice Chairperson Stumpo. With there being no additional comments, the motion passed 3-0.

e. 2025 Township Holidays

- i. Supervisor McKay made a motion to approve the 2025 Township Holiday schedule as follows:

1. Wednesday, January 1, 2025	New Years Day
2. Monday, January 20, 2025	Martin Luther King, Jr. Day
3. Monday, February 17, 2025	Presidents Day
4. Monday, May 26, 2025	Memorial Day
5. Thursday, June 19, 2025	Juneteenth
6. Friday, July 4, 2025	Independence Day
7. Monday, September 1, 2025	Labor Day
8. Tuesday, November 11, 2025	Veterans Day
9. Thursday, November 27, 2025	Thanksgiving Day
10. Friday, November 28, 2025	Day After Thanksgiving
11. Thursday, December 25, 2025	Christmas Day
12. Friday, December 26, 2025	Day After Christmas

The motion was seconded by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

- f. Supervisor McKay made a motion to approve the following Annual Resolutions as presented:

- i. Resolution No. 2025-01: Establishing Boundaries for Emergency Services Providers
- ii. Resolution No. 2025-02: Establishing & Maintaining Depository Accounts
- iii. Resolution No. 2025-03: Pocopson Township Fee Schedule
- iv. Resolution No. 2025-04: Pocopson Township Manager Salary
- v. Resolution No. 2025-05: Pocopson Township Mileage Reimbursement

The motion was seconded by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

- VI. **Adjournment:** Vice Chairperson made a motion to adjourn the meeting at 6:55 p.m. with a second by Chairperson DiMonte. With there being no additional comments, the motion passed 3-0.

Respectfully Submitted,



Neil D. Vaughn  
Township Manager/Secretary